



ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

Vol. 14, no. 03

GP 3.16/3-2:14/03

February 15, 1993

LPS Implements Cost-Saving Measures

The Library Programs Service (LPS) has begun implementation of a number of cost-saving measures in order to reduce the likelihood of overspending the FY 1993 Salaries and Expenses (S&E) Appropriation. These actions were described in the November 18, 1992, letter from the Superintendent of Documents to all depository libraries. Several actions, also described in the letter, will not be implemented at this time. They will be kept in a pending status, and may be implemented only if a more complete projection of the FY 1993 expenses is available and other alternatives for cost savings have been evaluated.

The cost-saving measures which are being implemented immediately are:

1. Internal Reductions

Library Programs Service internal, operational reductions which total about \$350,000, including: reducing staff through attrition; deferring upgrading to ergonomic work stations; deferring the development of a Local Area Network (LAN); reducing the use of overtime by more than 50%; reducing travel for outreach and library inspections; eliminating a planned cataloging contract.

2. Changes in Format, Claims, and the Serial Set

Changes in formats and types of material available to depository libraries, totalling an estimated \$2,136,000, including:

Format

Saving an estimated \$100,000 by using the developing ACSIS (Acquisitions, Classification, and Shipment Information System) database to reduce the occurrence both of shortages and over-printing, to eliminate the duplicative distribution of reprints and preprints, and to allow discretion in ordering low-content items such as decals. If shortages do occur for titles to be distributed in paper, LPS will go back-to-press only for core publications. Some publications will be shipped short, and the shipping list will carry a note advising libraries that there will be no claims or rain checks on that item. In some cases, LPS will attempt to secure additional stock to make up shortages by obtaining the copies from the Sales Service or the issuing agency. Other shortages will be filled by supplying microfiche, when the publication's physical characteristics permit conversion. (Complete information on the core list will appear in an upcoming issue of Administrative Notes.)

Claims

Saving an estimated \$500,000 by limiting claims fulfillment services to depositories. Effective March 1, 1993, libraries may claim only those publications distributed in paper from a core list of items, and only regional depositories may claim microfiche distributed by LPS. All libraries will be able to claim microfiche which are distributed by one of LPS' microfiche contractors, as claims service is built into the cost of the contracts. Regionals may elect to fill microfiche claims from the selective libraries which they serve.

Serial Set

Distributing the bound U.S. Congressional Serial Set only to regional depositories, beginning with the 102nd Congress, 1st Session. This will save an estimated \$1,200,000 in FY 1993. This savings results from the elimination of the binding costs for the 102nd Congress, 1st Session, and the avoidance of printing costs for the 103rd Congress, 1st Session. The Documents Sales Service is considering soliciting letters of intent to purchase the bound Serial Set for the 103rd Congress. Inquiries concerning purchasing the Serial Set should be directed to:

Mr. James Cameron
Chief, Sales Management Division
Stop SSM
U.S. Government Printing Office
Washington, DC 20401

Monthly Catalog CD-ROM

Saving an estimated \$100,000 by not producing a prototype CD-ROM product for the Monthly Catalog cumulative index for 1986-1990.

Treaties

Saving an estimated \$75,000 by limiting the distribution of the bound U.S. Treaties and Other International Agreements (S 9.12:, item 0899-A) to regional depositories, beginning with volume 35. The bound Treaties will no longer be distributed to selective depositories. However, the slip treaties will remain in paper, thus enabling selective libraries to bind them locally on a more timely basis. The bound U.S. Treaties and Other International Agreements is also available for sale from GPO.

Miscellaneous Conversions to Microfiche

Converting the Army Technical Manuals, the House and Senate Calendars, and the committee calendars to microfiche distribution only will save an estimated \$161,000.

3. Deselection Survey Results Implemented

For selective depositories, the results of the recent survey to allow voluntary migration to less expensive distribution formats will be implemented. LPS' preliminary analysis of the survey results indicates that a potential saving of approximately \$243,000 could be realized. (See Administrative Notes, v. 14, no. 2 for the results of the survey.)

The changes have already been posted to DDIS and the new selections are being used to establish order quantities. Selective libraries should see changes in shipments as the items come in to GPO and are shipped. LPS thanks all those who participated in this major effort and responded promptly in a situation with a tight deadline.

Actions NOT Implemented

Several other actions described in the November 18 letter are **not** being implemented at this time.

LPS is not limiting the distribution of Department of Energy microfiche and the National Aeronautics and Space Administration microfiche to regional depositories. Distribution of the NASA and DOE microfiche to all libraries which select them will continue.

The U.S. Reports, Official Gazettes (patents and trademarks), slip treaties, and slip Supreme Court opinions will continue to be available in paper format to all libraries which select them. Conversion of these publications to microfiche will not be initiated at this time.

*If your survey response is not yet in,
please return it as soon as possible!*

Revised Edition of GPO Classification Manual Published



The new edition of the GPO Classification Manual, revised January 1993, has been published and should arrive in depository libraries in February. It is being distributed to all depositories on shipping list 93-0056-P, dated 1/29/93. The Superintendent of Documents classification number is GP 3.29:P 88/993.

Automated versions of the GPO Classification Manual, along with the Superseded List and the Instructions to Depository Libraries, are available in ASCII format on the Federal Bulletin Board, in the GUIDLINE sig. The bulletin board phone number is **202-512-1397**.

Depositories needing additional copies of any of these publications should request them on an inquiry form. Send requests to the address specified in each document. LPS encourages selective housing sites, especially, to obtain their own copies of these documents which contain information essential to the proper functioning of the Federal Depository Library Program.



In Memoriam: Sandra Faull

Library Programs Service staff were saddened to receive notice of the death of Sandra K. Faull, who died on December 3, 1992. Sandy was most recently with the Tucson, Arizona, Public Library. Previously she had served as documents librarian at the New Mexico State Library. During her career she made significant contributions to the fields of documents and maps librarianship on a national as well as local level. Among many other activities, she was one of 3 compilers of the Cumulative Title Index to United States Public Documents, 1789-1976, served as editor of the New Mexico Documents Express, and was an active and early member in ALA/GODORT. She also served on the Depository Library Council to the Public Printer. She will be missed by her many friends and colleagues.



Depository Library Inspection Schedule, February 1993

California: Joe Paskoski

Tues. 2	Gardena	Gardena Library
Wed. 3	Carson	CA State U.-Dominiquez Hills Library
Thur. 4	West Covina	West Covina Regional Library
Fri. 5	Malibu	Pepperdine U. Library
Mon. 8	Huntington Park . .	Huntington Park Public Library
Tues. 9	Long Beach	Long Beach Public Library
Wed. 10	Long Beach	Long Beach Public Library
Thur. 11	Torrance	Torrance Public Library

Virginia: Robin Haun-Mohamed

Tues. 16	Norfolk	U.S. Armed Forces Staff College Library
Wed. 17	Chesapeake	Chesapeake Public Library
Thur. 18	Norfolk	Norfolk Public Library
Fri. 19	Norfolk	Old Dominion U. Library

Georgia: Greta Boeringer

Wed. 17	Atlanta	Emory School of Law Library
Thur. 18	Atlanta	GA State U. Law Library
Fri. 19	Atlanta	GA State Library
Mon. 22	Statesboro	GA Southern College Library
Tues. 23	Milledgeville . . .	GA College
Wed. 24	Macon	Mercer U. Library
Tues. 25	Macon	Mercer U. Law Library



Multiple 074 Fields to Appear in GPO Cataloging Records

Beginning with the May 1993 issue of the Monthly Catalog, the GPO Cataloging Branch will include multiple 074 fields on cataloging records for publications distributed under more than one item number. In the past, multiple item numbers were shown in one 074 field, as in the case of dual distribution items. In other cases where multiple item numbers applied, as in serials and periodicals where the item number changed over the years, only the most recent item number was provided in the 074 field.

Examples of the new and former methods of recording item numbers in GPO cataloging records are shown below. When there are both multiple item numbers and multiple class numbers, the first 074 field corresponds to the first 086 field, the second 074 corresponds to the second 086, etc. Multiple 074 and 086 fields are given in chronological order. The oldest item number and classification number are shown first, and the most recent numbers are shown last.

Type of Material	New Method	Former Method
Dual distribution publications (issued simultaneously in paper and microfiche formats)	074 1033 074 1033-A (MF)	074 1033, 1033-A (MF)
Publications issued more than once in the same format, but under different item numbers and classes	074 0466-A-03 (MF) 074 0455 (MF) 086 0 ED 1.310/2: 086 0 ED 1.1:	074 0455 (MF), 0466-A-03 (MF) 086 0 ED 1.310/2: 086 0 ED 1.1:
Serial publications whose item numbers change over time	074 956 074 956-F 086 0 T 22.2:T 19/20/ 086 0 T 22.57:	074 956-F 086 0 T 22.2:T 19/20/ 086 0 T 22.57:

Use of multiple 074 fields has been approved by the ALA Machine-Readable Bibliographic Information Committee. Some instructions on the use of multiple 074 fields are found in the USMARC Format for Bibliographic Data. Further instructions are currently being added to OCLC's Books Format, and to the GPO Cataloging Guidelines.

In addition to using multiple 074 fields, GPO will also begin using 074 subfield "z". The 074 subfield "z" will be used in situations where it is discovered that the 074 subfield "a" originally on the record is in error.



Packages Containing FLRA Publications To Receive New Classification and Cataloging Treatment

Because the Federal Labor Relations Authority (FLRA) initiates printing requisitions requiring that their publications be shrink wrapped together, the GPO Sales Service sells a combined subscription. The Library Programs Service (LPS) also receives these shrink wrapped packages of material with different titles mixed in together but distributes them under item number 1061-G-01. LPS' past practice was to assign a separate SuDocs classification number to some of the titles in a package, to catalog these classed titles separately in OCLC as well, but ship them under one item number.

Most of the FLRA materials included in these packages fall into five classes:

Y 3.F 31/21-3:9/CAS	Report of Case Decisions
Y 3.F 31/21-3:9-3/	Administrative Law Judge Decisions
Y 3.F 31/21-3:14/	Information Announcement
Y 3.F 31/21-3:14-3/	FSIP Releases
Y 3.F 31/21-3:14-11/	Case Information Sheets

Additionally, various other FLRA miscellaneous materials, such as news releases and information sheets, are often included in the packages. LPS never assigned classification numbers to them as the informational matter was either directional or time sensitive and the sheets were discarded by the depository libraries upon receipt.

In order to expedite the classification and cataloging process for these materials, new procedures in LPS have been implemented. Beginning with the first package received in fiscal year 1993, each package receives one classification number structured as follows:

Y 3.F 31/21-3:14-3/yr./package no.

This class will be entered in the List of Classes under a new title:

FLRA Report of Case Decisions and FSIP Releases (Package)

but will continue to have the same item number 1061-G-01. Classes for the other titles will continue to appear in the List of Classes.

Upon receipt of the material, depository libraries will create the SuDocs class number from the previously established patterns.

Each package will receive short form cataloging. The bibliographical record will appear in the List of Special Materials in the Monthly Catalog. Cataloging records already created on OCLC for the various titles in the packages will remain in OCLC.



Readers Exchange

ELECTRONIC CORNER

Debora Cheney, head of the Documents/Maps Section at Pennsylvania State University's Pattee Library, reports on a mechanism library staff use to provide information on electronic format depository materials.

I have enclosed an example of an "Information Sheet" I complete for each electronic-formatted title we receive in our library. The purpose of this sheet is to help staff who work at our Documents Reference Desk make better referrals to these electronic formats. Although electronic formatted titles are listed in our Library's online catalog, some of the information provided on these sheets is not readily available in the catalog record.

In addition to basic information such as title and format, the Information Sheet gives:

- **Availability of documentation--** This is important for me when I assist users with these sources. Since so much documentation is available only on the disk itself this information helps me locate it quickly.
- **Location of the item--** because some of our most heavily used titles are installed in public workstations and others are not (but are available to circulate), our staff need to know where each title is located.
- **Description of content--** usually taken directly from the documentation, readme file or a similar source. I try to be as descriptive as possible for referral purposes.
- **Print equivalent--** found on the documentation or by a search of our online catalog. This information helps users get to a print equivalent when they have stumbled upon the catalog record for the electronic version. We also use the print equivalents to determine if the electronic format **really** contains the data they need, before we load and install a CD-ROM (if it is not already installed on a public workstation).
- **Notes--** these are typically for my use to remind me how a source is meant to be used (with specific commercial software packages for example), or notes on ease-of-use.
- **Contact person--** the librarian responsible for the collection originating the electronic item.

I am using the Information Sheet to help an already busy staff address the many basic questions that catalog records for electronic formatted titles produce. They also help us determine quickly what titles we are currently receiving.

**CD-ROM and Floppies
Information Sheet**

Title: SASS: Schools and Staffing Survey, 1987-88

Format: CD-ROM

Call Number and Location: ED 1.332:Sc6 Docs. Desk

Circulates: yes ☒ no ☐ with permission only ☐

Documentation: Available on CD-ROM with .DOC extension. Data format information also available on back of CD-ROM case.

Description of Content: The National Center for Education Statistics (NCES) sponsored the 1987-88 Schools and Staffing Survey (SASS). The survey, conducted by the Census Bureau updates information on teachers, school administrators, schools, and local education agencies. SASS is made up of the following parts: the Teacher Survey, the School Survey, the School Administrator Survey, the Teacher Demand and Shortage Survey. For more information, see the manual: 1987-88 School and Staffing Survey on CD-ROM Disk (available on CD-ROM).

Print equivalent: Schools and Staffing Survey and Teacher Followup Survey. Schools and Staffing in the United States: a statistical profile, 1987-80 (ED 1.302:Sch 6/7). See also in LIAS under title (Schools and Staffing Survey) for copies of questionnaire and other related reports.

Notes: It is intended that these files be used with SAS, SPSS-PC, or the ASCII files can be used with COBOL, C, FORTRAN, CLIPPER, or dBase IV programs.

Contact person: Debora Cheney

cdroml 11/16/92

Contractor-Issued Microfiche Shipping Lists

February 2, 1993

1993-01

Shipping List #	Shipping List Date	Contractor	Contract #
92-2668-M	12/07/92	B&B	791
92-2669-M	11/30/92	MICROFORM	613
92-2670-M	12/14/92	B&B	791
92-2671-M	12/14/92	B&B	791
92-2672-M	12/14/92	B&B	791
92-2673-M	12/11/92	B&H	789
92-2674-M	12/21/92	MICROFORM	613
92-2675-M	12/18/92	B&H	789
92-2676-M	12/28/92	MICROFORM	613
92-2677-M	12/29/92	B&H	789
92-2678-M	01/05/93	MICROFORM	613
92-2679-M	01/05/93	MICROFORM	613
92-2680-M	01/05/93	MICROFORM	613
92-2739-M	01/05/93	B&H	789
92-2740-M	01/11/93	B&H	789
92-2741-M	02/02/93	MICROFORM	613
92-2742-M	02/09/93	MICROFORM	613
92-2743-M	01/20/93	B&H	789
92-2744-M	01/22/93	ANACOMP	788
92-2745-M	01/22/93	ANACOMP	788
92-2746-M	01/27/93	B&H	789

Change of

Let Us Know!

Mail or fax form to:

Depository Administration Branch (SLLA)

Library Programs Service

U.S. Government Printing Office

Washington, DC 20401

Fax: 202-512-1432

Update to the List of Classes

February 1, 1993

1993-02

Class no.	Item no.	Change/Notice
A 13.128:	0084	Your Changing Forest, News on the Black Hills National Forest Plan Revision. (Irregular) New.
C 21.5/4-2:	0260	Patent and Trademark Office Notices. (Annual) New.
ED 1.331/2:	0455-G-11	Eric Digest. (Irregular) New.
ED 1.332/2:	0445-G-11	Issue Brief. (Series) (Irregular) New.
GA 1.33:	0545	Transition Series. (Irregular) New.
HE 20.7018:	0505-A-09	Sexually Transmitted Diseases Fact Sheet. Discontinued.
HE 20.7013/2:	0504-B	TB Notes. (MF) New.
HE 20.9423:	0486-I-02	IHS Primary Care Provider. (Monthly) New.
LC 23.8:	0818	Handbooks, Manuals, Guides. New.
NF 3.23:	0831-B-07	Update. (Quarterly) New.
T 71.21:	0596-A	Monthly Thrift Data. (Monthly) New.
Y 3.M 66/3:	1089-A-02	United States Commission on Minority Business Development, Reports and Publications. New.
Y 3.R 31/2:	1061-K-01	The Silver Lining. (Quarterly) New.

Address?

Change of Address Form		
Library # _____		
Name _____		
Organization _____		
Address _____ _____		
City _____	State _____	Zip _____

Whatever Happened To . . . ? ? ?		
February 1, 1993		1993-02
Class no.	Item no.	Status
D 101.77:	0330-C-01	Air Defense Artillery. Defense Dept. did not publish a September-October issue in 1992.
D 214.24:21/5	0384-A-01	Marines. U.S. Marine Corps cannot provide additional copies. Under 44 U.S.C., §1903, LPS cannot reprint. No rain checks can be filled.
I 19.65:22/6	0191-A	Earthquakes and Volcanoes. Interior Dept. cannot provide additional copies. Under 44 U.S.C., §1903, LPS cannot reprint. No rain checks can be filled.
J 28.14/2:3	0968-H-10	National Institute of Justice Catalog. National Institute of Justice cannot provide additional copies. Under 44 U.S.C., §1903, LPS cannot reprint. No rain checks can be filled.
Y 3.R 31/2:16/2/3	1061-K-1	Silver Lining. Insufficient stock received of v. 2, no. 3, Summer 1992. Only regional depositories will receive this issue.

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Administrative Notes is published in Washington, DC by the Superintendent of Documents, Library Programs Service, Government Printing Office, for the staffs of U.S. Federal Depository Libraries. It is generally published twice a month; some months have additional issues. Postmaster send address changes to:

The Editor, *Administrative Notes*
U.S. Government Printing Office
Library Programs Service, SLL
Washington, D.C. 20401

Editor: Marian W. MacGilvray

(202) 512-1130